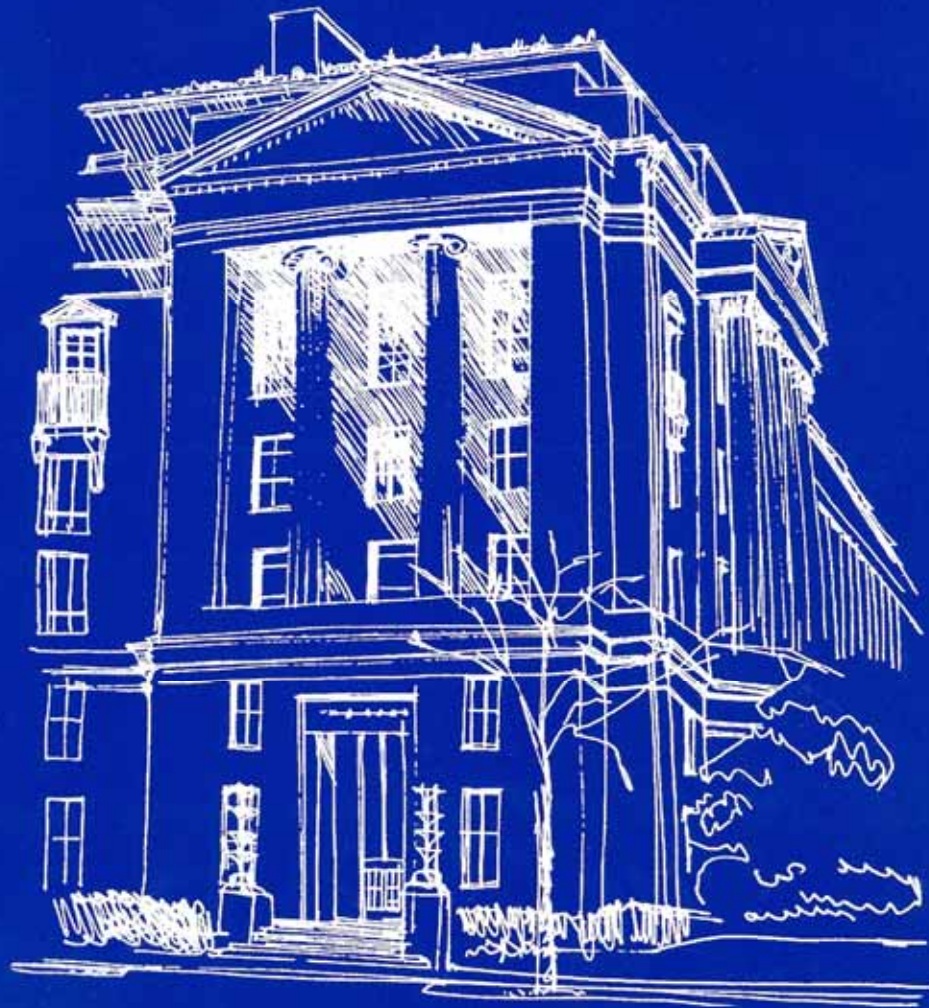


U.S. Department of Justice  
Office of Attorney Recruitment and Management

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# Volunteer/Work-Study/ Part-time Legal Intern Positions



**U.S. DEPARTMENT OF JUSTICE**  
**VOLUNTEER/WORK-STUDY/PART-TIME LEGAL INTERN POSITIONS**  
**ACADEMIC YEAR 2005-2006**

*"Working at DOJ as an intern is a wonderful opportunity to develop stronger legal research and writing skills. You get to work on cases your friends read about in the newspaper. It's a great resume booster and the people are fantastic."*  
*Volunteer Intern, Civil Division*

*"I was quite surprised at the level of responsibility I was given having only completed one year of law school. I was able to work on projects from start to finish, yet the attorneys were very willing to answer questions along the way."*  
*Volunteer Intern, U.S. Trustee's Office*

*Challenging Work. Interesting people. Lots of responsibility.* These are some of the phrases that students have used to describe their experiences as legal interns at the U.S. Department of Justice. Each year, approximately 1900 law students come to the Department to apply their legal skills and do real work on important issues. And, those same interns walk away saying that their experience exceeded their expectations.

This booklet contains legal intern announcements for a variety of offices within the Department of Justice, including opportunities with the local U.S. Attorneys' offices, for the academic year 2005-2006. Most of the positions are available in the Washington, D.C. area.

There are also more than 1,000 summer volunteer intern positions available in Washington, D.C., in Department field offices, and U.S. Attorneys' Offices nationwide. A booklet providing information on how to pursue these positions will be available in late winter. Both the academic year and summer positions can be accessed through our web page at <http://www.usdoj.gov/oarm/arm/int/legalinternjq.htm>.

## **WHAT KINDS OF POSITIONS ARE AVAILABLE?**

There are three types of legal internships available:

1. *Volunteer.* The majority of the positions listed are volunteer (without compensation) internships.
2. *Work-study.* Some Department organizations have uncompensated positions for course credit or as part of a law school's work-study program. Interested students should contact their law school for specific requirements before applying for these positions.
3. *Part-time.* The Federal Bureau of Prisons and the Tax Division have a limited number of compensated positions available.

## **WHO IS ELIGIBLE?**

First-year (second semester), second- and third-year law students are eligible to apply for most positions. Some components consider second- and third-year law students only.

First-year, first semester law students may apply for a legal intern position after **December 1** [the Department follows the National Association for Law Placement (NALP) guidelines which prohibits employment of such students prior to that date].

## **HOW DO I APPLY?**

Each Department organization conducts its hiring for volunteer, work-study and part-time legal interns independently. Students should apply separately to each organization in which they have an interest. Application requirements vary by organization and are outlined in the "Qualifications" section of each announcement. Organizations typically ask for a resume and either an official or unofficial law school transcript. Some organizations may request a writing sample, a cover letter which lists times and dates of availability, and references.

## **HOW MANY HOURS CAN I WORK?**

Students who are attending law school on a full-time basis can work a maximum of 20 hours a week. The majority of students work between 15 to 20 hours. Department organizations are flexible and do their best to create a weekly schedule that meets the needs of both the organization and the intern.

## **IS THERE A SECURITY CHECK?**

Prior to finalizing an appointment as a volunteer/work-study legal intern or for a part-time compensated position, all interns are required to undergo a security check, which includes a name and fingerprint clearance by the Federal Bureau of Investigation and a determination of suitability for employment based on the information a candidate provides in the security form. Individuals selected for part-time compensated positions are also required to pass a drug test which screens for illegal drug use prior to final appointment.

## **DO I HAVE TO BE A U.S. CITIZEN?**

Only U.S. citizens are eligible for employment with the Executive Office for United States Attorneys and the United States Attorneys' Offices. Non-U.S. citizens may apply for employment with other organizations, but should be advised that positions for non-U.S. citizens are extremely rare; an internship would be possible only if necessary to accomplish the Department's mission and would be subject to statutory restrictions on expenditure of funds and strict security requirements. Dual citizens of the U.S. and another country are considered on a case-by-case basis.

## WHERE CAN I FIND ADDITIONAL INFORMATION?

There is a wealth of information about the Department's hiring programs and the work of each Department organization on the web pages listed below:

<http://www.usdoj.gov/oarm/arm/int/volunteerads.htm>

Contains information on volunteer legal internships.

[http://www.usdoj.gov/02organizations/02\\_1.html](http://www.usdoj.gov/02organizations/02_1.html)

Contains links to each Department organization that maintains its own web page.

<http://www.usdoj.gov/oarm/arm/components.htm>

Contains descriptions of Department organizations highlighting major practice areas and the approximate number of assigned attorneys.

<http://www.usdoj.gov/oarm/arm/sp/sp.htm>

Contains information about the Summer Law Intern Program (the Department's recruitment program for compensated summer law interns).

<http://www.usdoj.gov/oarm/arm/hp/hp.htm>

Contains information about the Attorney General's Honors Program.

Law students may call (202) 514-3396 for recorded information (available 24 hours a day) on the Department's hiring programs and/or leave a voice mail. The TDD number is (202) 616-2113.

\* \* \* \* \*

*The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership or nonmembership in an employee organization, or on the basis of personal favoritism. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Department of Justice. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on requests for reasonable accommodation will be made on a case-by-case basis.*

*It is the policy of the Department to achieve a drug-free workplace and persons selected for employment will be required to pass a drug test which screens for illegal drug use prior to final appointment. Employment is also contingent upon the completion and satisfactory adjudication of a background investigation.*

*Only U.S. citizens are eligible for employment with the Executive Office for Immigration Review, the Executive Office for U.S. Attorneys and United States Attorneys' Offices. Unless otherwise indicated in a particular job advertisement, non-U.S. citizens may apply for employment with other organizations, but should be advised that appointments of non-U.S. citizens are extremely rare; such appointments would be possible only if necessary to accomplish the Department's mission and would be subject to strict security requirements. Dual citizens of the U.S. and another country will be considered on a case-by-case basis.*

*There is no formal rating system for applying veterans' preference to attorney appointments in the excepted service; however, the Department of Justice considers veterans' preference eligibility as a positive factor in attorney hiring. Applicants eligible for veterans' preference are encouraged to include that information in their cover letter or resume and attach supporting documentation (e.g., the DD 214 or other substantiating documents) to their submissions. Not all veterans are eligible for veterans' preference. To find out whether you qualify, visit the Veterans' Preference Advisor, operated by the Department of Labor "elaws" at <http://www.dol.gov/vets/programs/vetspref/main.htm>. For additional information on eligibility, visit <http://www.opm.gov/veterans> and review the "Vets Info Guide" and the "Vets Guide." Please note that military retirees at the rank of major, lieutenant commander, or higher, are not eligible for veterans' preference unless they are disabled veterans.*

Office of Attorney Recruitment and Management  
Volunteer/Work-Study/Part-time Legal Intern Positions  
U.S. Department of Justice  
20 Massachusetts Avenue, N.W.  
Suite 5100  
Washington, D.C. 20530-0001

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\* Divisions which have a limited number of compensated legal intern positions available.

U.S. DEPARTMENT OF JUSTICE  
ANTITRUST DIVISION  
VOLUNTEER LEGAL INTERN POSITIONS AVAILABLE

The Antitrust Division is responsible for enforcing federal laws designed to ensure that our nation's markets are free and open to robust competition. The Division engages in both civil and criminal litigation, and its work ranges over the entire spectrum of the U.S. economy. The Division has in recent years focused on prosecution of large international cartels involving multinational firms and Fortune 500 firms.

POSITION

LOCATION(S): Washington, D.C. Positions also available in the following field offices:  
San Francisco, Philadelphia, Dallas, and Chicago.

QUALIFICATIONS: First-year (second semester only), second- or third-year law students.

DATE POSITION(S)

AVAILABLE: Fall Semester (September - December)  
Spring Semester (January - April)  
Summer (May - August)

ASSIGNMENTS: Assist in trials and hearings; review documents; prepare legal memoranda and briefs; attend depositions; work closely with attorneys conducting investigations; present legal research in a group setting; prepare assistance requests to foreign governments; conduct interviews of national and international subjects.

SALARY: Volunteer (without compensation). Course credit is available depending on school requirements.

APPLICATION

PROCEDURES: Please submit a cover letter (including dates available and geographic preference), resume, law school transcript (official or unofficial), and writing sample (no more than 5 pages) to:

U.S. Department of Justice  
Antitrust Division  
601 D Street NW, Suite 1213  
Washington, D.C. 20530

ATTN: Toni Taravella  
Telephone: (202) 514-2469  
Fax: (202) 514-0580  
E-mail: [ATR.PERSONNEL@USDOJ.GOV](mailto:ATR.PERSONNEL@USDOJ.GOV)

APPLICATION

DEADLINE: Positions are filled on a rolling basis.

WEB SITE: <http://www.usdoj.gov/atr>

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U.S. DEPARTMENT OF JUSTICE  
ANTITRUST DIVISION  
NATIONAL CRIMINAL ENFORCEMENT SECTION

The Antitrust Division is responsible for enforcing federal laws designed to ensure that our nation's markets are free and open to robust competition. The Division engages in both civil and criminal litigation, and its work ranges over the entire spectrum of the U.S. economy. The National Criminal Enforcement Section focuses primarily on criminal prosecutions of large international cartels involving multinational firms and Fortune 500 firms.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: Second- or third-year law students. Strong preference for 20 hours per week.

DATE POSITION(S)

AVAILABLE: Fall Semester (August - December 2005)  
Spring Semester (January - April 2006)

ASSIGNMENTS: Assist in all stages of case preparation, including investigations, trials, hearings and appeals; review documents and evidence; prepare legal memoranda and briefs; attend witness interviews of national and international subjects; work closely with attorneys conducting investigations; present legal research in a group setting; prepare assistance requests to foreign governments. Past projects include: investigations and trial preparations involving bid-rigging, price-fixing, and market allocation agreements; obstruction of justice investigations; amnesty applicant evaluations; immigration appeals; update ABA Model Jury Instructions; assist with Annual Antitrust Developments Review for ABA.

As a final project the intern will prepare a substantial written work on an approved topic.

SALARY: Volunteer (without compensation). Course credit is available depending on school requirements.

APPLICATION

PROCEDURES: Please submit a cover letter (including dates available) résumé, law school transcript (official or unofficial), and writing sample to:

[ATR.PERSONNEL@USDOJ.GOV](mailto:ATR.PERSONNEL@USDOJ.GOV)

APPLICATION

DEADLINE: Positions are filled on a rolling basis.

WEB SITE: <http://www.usdoj.gov/atr/index.html>

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U.S. DEPARTMENT OF JUSTICE  
CIVIL DIVISION  
THIRTY OR MORE VOLUNTEER LEGAL INTERN POSITIONS

The Civil Division, U.S. Department of Justice, represents the United States, its departments and agencies, Members of Congress, Cabinet Officers and other federal employees in a wide range of civil litigation that spans the spectrum of government activities. Each year, Division attorneys handle thousands of cases that collectively involve billions of dollars in claims and recoveries, as well as significant policy and constitutional issues. Outside of the U.S. Attorneys' Offices, the Civil Division is the largest legal division within the Department, employing 1100 attorneys and support staff throughout six litigating branches.

POSITION Washington, D.C., New York City, and San Francisco  
LOCATION(S): The majority of internships are located in Washington, D.C.

QUALIFICATIONS: First-year (second semester), and second-year law students.

DATE POSITION(S)

AVAILABLE: Fall Semester (September - December)  
Spring Semester (January - April)  
Summer (May - August)

ASSIGNMENTS: Interns research, write and develop draft motions, briefs and discovery; attend depositions, moot court and oral arguments; and assist attorneys in all phases of trial preparation and at trial.

SALARY: Volunteer (without compensation).

APPLICATION

PROCEDURES: Please submit a cover letter (with dates available and preferred location(s)), resume, law school transcript (official or unofficial), and a brief writing sample (no more than 5 pages) to:

[Civil.personnel@usdoj.gov](mailto:Civil.personnel@usdoj.gov) (Submission via email is highly preferred. If you apply via e-mail, you do not need to mail or fax another copy of your application.)

OR via Mail OR Fax

U.S. Department of Justice  
Civil Division, Personnel Management Branch  
P.O. Box 14660, Ben Franklin Station  
Washington, D.C. 20044-4660

Attn: Meghan Killiany, Internship Coordinator  
Telephone: (202) 307-0261 Fax: (202) 514-7968

APPLICATION

DEADLINE: Application decisions are made on a rolling basis. The majority of summer internships will be filled by April 15, 2006.

WEB SITE: <http://www.usdoj.gov/civil>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

## **CIVIL DIVISION INTERNSHIP OPPORTUNITIES**

Volunteer internship opportunities are offered in each of the six Civil Division Branches. Interns will be assigned to work in one of the following areas: Appellate Staff; Office of Consumer Litigation; Commercial Litigation Branch; Federal Programs Branch; Office of Immigration Litigation; or the Torts Branch. Although students cannot be guaranteed placement within the area of their choice, they may express interest in a particular component, and we will attempt to honor these requests. The functions and responsibilities of each of the six branches are listed below. Additional information can be found on the Department's website at <http://www.usdoj.gov/civil>.

### **APPELLATE STAFF**

The Appellate Staff is responsible for the appellate work of the entire Civil Division. Thus, the Appellate Staff caseload includes cases from all of the Division's Branches and Offices. The Staff also handles the many cases that are appealed directly from administrative agencies to the courts of appeals. Attorneys on the Staff draft briefs and orally argue cases in the courts of appeals. In addition, each attorney participates in drafting various documents for the United States Supreme Court, including petitions for certiorari and briefs on the merits in Civil Division cases.

### **OFFICE OF CONSUMER LITIGATION**

The Office of Consumer Litigation enforces federal consumer protection laws and defends federal agencies that administer those laws (e.g., food and drug laws, including generic drug manufacturing and tobacco product advertising, and product safety laws). Among the Office's client agencies are the Food and Drug Administration, the Federal Trade Commission, the Consumer Product Safety Commission, and the National Highway Traffic Safety Administration. The office attorneys handle civil and criminal cases at both the trial and appellate levels.

### **COMMERCIAL LITIGATION**

The largest branch in the Division, the Commercial Litigation Branch handles cases that involve billions of dollars in claims both by and against the government. The Branch prosecutes claims for the recovery of monies fraudulently secured or improperly diverted from the United States Treasury. It defends the country's international trade policy, and defends and asserts the government's contract and patent rights. In addition, the Branch protects the government's financial and commercial interests under foreign treaties. The Branch's workload falls into five major areas: Corporate/Financial Litigation; Civil Frauds; Intellectual Property; Litigation in the National Courts; and Foreign Litigation.

### **FEDERAL PROGRAMS BRANCH**

The Federal Programs Branch litigates on behalf of approximately 100 federal agencies, the President and Cabinet officers, and other government officials. The activities of this Branch include defending against constitutional challenges to federal statutes, suits to overturn government policies and programs, and attacks on the legality of government decisions. The Branch also initiates litigation to enforce regulatory statutes and to remedy statutory and regulatory violations.

### **OFFICE OF IMMIGRATION LITIGATION**

The Office of Immigration Litigation has jurisdiction over all civil immigration litigation, and is responsible for the nationwide coordination of immigration matters before the federal district courts and circuit courts of appeals. The Office has both affirmative and defensive litigation responsibilities, and its attorneys work closely with United States Attorneys' offices on immigration cases. The Office of Immigration Litigation provides support and counsel to all federal agencies involved in the admission, regulation, and removal of aliens under our immigration and nationality statutes, as well as related areas of border enforcement and national security.

### **TORTS BRANCH**

The Torts Branch represents the interests of the United States, including its officers and agents, in suits where monetary judgments are sought for damages resulting from negligent or wrongful acts. The Branch also handles actions involving injury or damage to government property. The attorneys employed by the Torts Branch are divided among five different sections: Aviation and Admiralty Litigation; Federal Tort Claims Act Litigation; Environmental Tort Litigation; Constitutional and Specialized Tort Litigation; and Tobacco Litigation.

U.S. DEPARTMENT OF JUSTICE  
CIVIL DIVISION APPELLATE STAFF  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The principal work of the Appellate Staff is to prepare recommendations for or against further review in cases the government loses in the district courts or courts of appeals, prepare appellate briefs in all circuit courts of appeals and present oral arguments in most of these cases. The Staff also prepares draft certiorari petitions, briefs in opposition to certiorari petitions and Supreme Court merits briefs for the Solicitor General's office. The Civil Division's subject matter covers a wide variety of areas, including separation of powers, First Amendment, representation of individuals charged with constitutional violations of a person's rights (Bivens cases), administrative law, False Claims Act cases, Freedom of Information Act/Privacy Act cases, medicare and social security cases, communications issues, Prison Litigation Reform Act, Federal Tort Claims Act and welfare reform.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- or third-year law students. Students must have excellent writing skills and above-average academic standing.

**DATE POSITION(S)**

<b>AVAILABLE:</b>	Fall Semester	(September - December)
	Spring Semester	(January - May)
	Summer	(June - August)

**ASSIGNMENTS:** Interns typically perform research, write memoranda and prepare initial drafts of portions of appellate briefs. The research often entails searching legislative history to aid in statutory interpretation issues, and may also include searching specialized libraries, the National Archives or the Library of Congress. In addition, interns are encouraged to participate in moot courts of Staff attorneys and attend oral arguments in the District of Columbia and Federal Circuits. Every effort is made to ensure that student internships include as many aspects of our work as possible with an emphasis on writing. Interns work with a number of staff attorneys and receive feedback on their work.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit a resume, writing sample, and law school transcript (official or unofficial) to:

U.S. Department of Justice  
Civil Division/Appellate Staff  
950 Penn. Ave. NW, Room 7519  
Washington, D.C. 20530

Attn: Matthew Collette or Michael Robinson

**APPLICATION**

**DEADLINE:** Open until filled.

**WEB SITE:** <http://www.usdoj.gov/civil>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
CIVIL RIGHTS DIVISION (VARIOUS SECTIONS)  
VOLUNTEER LEGAL INTERN OPPORTUNITIES

The Civil Rights Division is the agency of the Federal Government primarily responsible for enforcing federal statutes and Executive Orders that prohibit unlawful discrimination. The Division is the program institution within the Federal Government responsible for enforcing federal statutes prohibiting discrimination on the basis of race, sex, handicap, religion, and national origin.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: First-year (second semester), second- and third-year law students.

DATE POSITION(S)

AVAILABLE:	Fall Semester	(September - December)
	Spring Semester	(January - April)
	Summer	(May - August)

ASSIGNMENTS: Interns are primarily responsible for assisting Division attorneys or senior specialists in legal research, preparing documents, interviewing, summarizing depositions, analyzing records, and other case-related work.

SALARY: Volunteer (without compensation).

APPLICATION

PROCEDURES: Submit a resume (which includes your country of citizenship), a brief writing sample (no more than 5 pages), and a cover letter which indicates the time period you are available to work by one of the two following means:

Fax: (202) 305-9667  
Attention: Volunteer Internship

E-mail: [crd.vacancies@usdoj.gov](mailto:crd.vacancies@usdoj.gov)  
Subject Line: Volunteer Internship

APPLICATION

DEADLINE: Application decisions are made on a rolling basis.  
Spring applications must be received by October 1, 2005  
Summer applications must be received by March 31, 2006  
Fall applications must be received by August 1, 2006

WEB SITE: <http://www.usdoj.gov/crt>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
CIVIL RIGHTS DIVISION, COORDINATION AND REVIEW SECTION  
VOLUNTEER LEGAL INTERN OPPORTUNITIES

The Civil Rights Division is the agency of the Federal Government primarily responsible for enforcing federal statutes and Executive Orders that prohibit unlawful discrimination. The Division is the program institution within the Federal Government responsible for enforcing federal statutes prohibiting discrimination on the basis of race, sex, handicap, religion, and national origin.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: First-year (second semester), second- and third-year law students.

DATE POSITION(S)

AVAILABLE:	Fall Semester	(September - December)
	Spring Semester	(January - April)
	Summer	(May - August)

ASSIGNMENTS: Interns are primarily responsible for assisting attorneys working on matters related to Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, and national origin in federally assisted programs or activities, and Executive Order 13166, which focuses on limited English proficiency matters as related to national origin discrimination in federally assisted and federally conducted programs and activities. The Coordination and Review Section focuses on non-litigation enforcement of these and other nondiscrimination statutes and Executive Orders, including Title I of the Education Amendments of 1972. Intern assignments may include work on the development of implementing regulations, policy guidance documents, legal manuals, and training materials, as well as assisting in administrative investigations.

SALARY: Volunteer (without compensation).

APPLICATION

PROCEDURES: Submit a resume (which includes your country of citizenship), a brief writing sample (no more than 5 pages), and a cover letter which indicates the time period you are available to work by one of the two following means:

Fax: (202) 305-9667

Attention: Volunteer Internship, COR

E-mail: [crd.vacancies@usdoj.gov](mailto:crd.vacancies@usdoj.gov)

Subject line: Volunteer Internship, COR

APPLICATION

DEADLINE: Application decisions are made on a rolling basis.  
Spring applications must be received by October 1, 2005  
Summer applications must be received by March 31, 2006  
Fall applications must be received by August 1, 2006

WEB SITE: <http://www.usdoj.gov/crt>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
CIVIL RIGHTS DIVISION, HOUSING AND CIVIL ENFORCEMENT SECTION  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The Housing and Civil Enforcement Section is responsible for enforcing the Fair Housing Act, which prohibits discrimination in housing, the Equal Credit Opportunity Act, which prohibits discrimination in lending, Title II of the Civil Rights Act of 1964, which prohibits discrimination in certain places of public accommodation, such as hotels, restaurants, nightclubs and theaters, and the Religious Land Use and Institutionalized Persons Act, which prohibits land use regulations that impose substantial burdens on religious exercise.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: First-year (second semester), second- and third-year law students with a particular interest and background in civil rights issues and strong legal research and writing skills.

DATE POSITION(S)

AVAILABLE: Fall Semester 2005  
Spring Semester 2006  
Summer 2006

Internships during the fall and spring semesters can be part-time.  
Summer internships are full-time.

ASSIGNMENTS: Student interns in the Housing and Civil Enforcement Section have an opportunity to work directly with attorneys in the Section on a wide range of projects, including researching and analyzing legal issues, developing evidence in investigations and cases, and interviewing witnesses. The internship may include travel within the United States.

SALARY: Volunteer/work-study credit only.

APPLICATION

PROCEDURES: Please submit a resume, transcript (official or unofficial), writing sample, and cover letter, including your country of citizenship and the time period and hours you are available to work, to:

E-mail: [Elizabeth.Singer@usdoj.gov](mailto:Elizabeth.Singer@usdoj.gov)

OR

Fax: (202) 514-1116

Attn: Elizabeth A. Singer

APPLICATION

DEADLINE: Positions will be filled on a rolling basis.

WEB SITE: <http://www.usdoj.gov/crt/housing>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
THIRTY VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The Criminal Division develops, enforces, and supervises the application of all federal criminal laws except those specifically assigned to other divisions. The Division, and the 93 U.S. Attorneys have the responsibility for overseeing criminal matters under the more than 900 statutes as well as certain civil litigation. Criminal Division attorneys prosecute many nationally significant cases. In addition to its direct litigation responsibilities, the Division formulates and implements criminal enforcement policy and provides advice and assistance. For example, the Division approves or monitors sensitive areas of law enforcement such as participation in the Witness Security Program and the use of electronic surveillance; advises the Attorney General, Congress, the Office of Management Budget, and the White House on matters of criminal law; provides legal advice and assistance to federal prosecutors and investigative agencies; and provides leadership for coordinating international as well as federal, state, and local law enforcement matters.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students with a particular interest in criminal law, a strong academic record and excellent legal research and writing skills. A brief description of the work of each Criminal Division component is listed on the web page below.

**DATE POSITION(S)**

**AVAILABLE:**

Fall Semester	(September - December)
Spring Semester	(January - May)
Summer	(June - August)

**ASSIGNMENTS:** Student interns in the Criminal Division have an opportunity to work directly with attorneys on a wide range of projects, including researching and analyzing legal issues and reviewing proposed legislation affecting the criminal justice system.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** If you are interested in applying to the Criminal Division, you may e-mail your resume, law school transcript (official or unofficial), writing sample, and cover letter, and the time period and hours you are available to work to:

E-mail: [crm.volunteers@usdoj.gov](mailto:crm.volunteers@usdoj.gov) Fax: (202) 353-0775 Telephone: (202) 616-1830  
Mail: U.S. Department of Justice, Criminal Division  
1400 New York Avenue, Suite 5000  
Washington, D.C. 20530  
Attn: Shanita Barber

**APPLICATION**

**DEADLINE:** Spring applications must be received by September 1st  
Summer applications must be received by February 15th  
Fall applications must be received by May 1st

**WEB SITE:** <http://www.usdoj.gov/criminal>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.



U.S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
CHILD EXPLOITATION AND OBSCENITY SECTION  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

Created in 1987, the Child Exploitation and Obscenity Section (CEOS) prosecutes those who possess, manufacture, or distribute child pornography; those who sell, buy, or transport women and children interstate or internationally to engage in sexually explicit conduct; those who travel interstate or internationally to sexually abuse children; those who abuse children on federal and Indian lands; those who do not pay certain court ordered child support payments; those who transport obscene materials in interstate or foreign commerce; and international parental abduction. CEOS attorneys assist the 94 United States Attorneys' Offices (USAOs) in investigations, trials, and appeals related to these offenses.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** Second- and third-year law students with excellent academic credentials, good writing skills and a strong interest in becoming federal prosecutors. Prior to finalizing an appointment as a volunteer/work-study legal intern, all interns are required to undergo a security check, which includes a name and fingerprint clearance by the Federal Bureau of Investigation and a determination of suitability for employment based on the information a candidate provides in the security form.

**DATE POSITION(S)**

<b>AVAILABLE:</b>	Fall Semester	(September - December)	3 positions
	Spring Semester	(January - May)	3 positions
	Summer	(June - August)	4 positions

**ASSIGNMENTS:** Legal interns work directly with the Section's trial attorneys on a variety of assignments, ranging from conducting legal research and writing to assisting in the investigation and prosecution of child exploitation and obscenity offenses.

**SALARY:** Volunteer (without compensation) or work-study credit.

**APPLICATION**

**PROCEDURES:** Submit a cover letter, resume, transcript and writing sample (please e-mail or fax) to:  
Jill Trumbull-Harris, Trial Attorney  
Fax: (202) 514-1793 or  
E-mail: [Jill.Trumbull-Harris@usdoj.gov](mailto:Jill.Trumbull-Harris@usdoj.gov)

**APPLICATION**

**DEADLINE:** Open until filled.  
Spring positions are typically filled in October of prior year  
Summer positions are typically filled in November of prior year  
Fall positions are typically filled in March

**WEB SITE:** <http://www.usdoj.gov/criminal/ceos>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
DOMESTIC SECURITY SECTION  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The mission of the Domestic Security Section (DSS) is to enhance the security of our nation's citizens and borders by enforcing federal criminal laws relating to violent crime, the illegal use of firearms and explosives, alien smuggling, and other immigration-related offenses. To that end, DSS designs, implements, and supports law enforcement efforts, legislative initiatives, policies and strategies relating to these areas. DSS investigates and prosecutes criminal organizations that smuggle aliens, including those that have ties to terrorist organizations, as well as individuals who illegally harbor aliens, provide false identification documents, and contract with smuggling groups to obtain illegal workers for factories and plants. The Section also investigates and prosecutes violent crime cases for which federal jurisdiction exists, including the prosecution of firearms and explosives violations and cases involving violent street gangs. It is also responsible for the investigation and prosecution of select torture, genocide and war crime cases.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students.  
Foreign language proficiency, particularly in Spanish, is helpful but not required. A DSS internship is ideal for law students interested in criminal, international, and immigration issues.

**DATE POSITION(S)**

**AVAILABLE:**

Fall Semester	(September - December)
Spring Semester	(January - May)
Summer	(June - August)

**ASSIGNMENTS:** Interns can expect substantial legal research and writing assignments. There are frequent opportunities to assist the trial attorneys with litigation related tasks and to work on policy matters.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit a resume, writing sample, transcript (official or unofficial), three references, and hours and days available to:  
U.S. Department of Justice  
Criminal Division, Domestic Security Section  
950 Pennsylvania Avenue, NW  
Washington, D.C. 20530  
Attn: William Ho-Gonzalez  
E-mail: [William.Ho-Gonzalez@usdoj.gov](mailto:William.Ho-Gonzalez@usdoj.gov)

**APPLICATION**

**DEADLINE:** Applications are accepted on a continuing basis. Internships are filled as applications are received. Please indicate the semester you want to be considered for.

**WEB SITE:** <http://www.usdoj.gov/criminal/dss.html>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
OFFICE OF OVERSEAS PROSECUTORIAL DEVELOPMENT,  
ASSISTANCE AND TRAINING (OPDAT)  
SIX VOLUNTEER LEGAL INTERN POSITIONS

The Office of Overseas Prosecutorial Development, Assistance and Training (OPDAT) assists prosecutors and judicial personnel in other countries develop and sustain effective criminal justice institutions. As part of its global mission, OPDAT supports the Justice Department's interests by promoting the rule of law and regard for human rights, by assisting justice sector counterparts as they attempt to build and maintain responsible criminal justice institutions, and by focusing on transnational criminal threats, including terrorism, illegal narcotics, human trafficking, and corruption.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students; full-time International or Comparative Law LL.M candidates who are not at work while pursuing their advanced degree.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (August - December)  
Spring Semester (January - May)

**ASSIGNMENTS:** Interns will work closely with attorneys and professional staff to identify areas in which foreign justice sector institutions are in need of strengthening; to assist during the design, development, and implementation phases of Department of Justice criminal justice assistance programs; and to research and compile data for measuring effectiveness and for results-based reporting. Students who are interested in comparative criminal law and procedure and who wish to help create more responsive and responsible criminal justice systems in Africa, Asia, Central and Eastern Europe, Latin America and the Caribbean, Eurasia, and the Middle East are encouraged to apply. The ideal candidate thrives in a collaborative work environment, possesses strong research, communications and writing skills, has experienced foreign cultures, and, ideally, speaks Spanish, French, Russian, Arabic, or Chinese.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit a resume, dates when available, and note any language skills (Spanish, French, Russian, Arabic or Chinese language fluency) to:  
U.S. Department of Justice, Criminal Division/OPDAT  
10th & Pennsylvania Ave., N.W.  
Washington, D.C. 20530  
Attn: William H. Lantz, Jr., Assistant to the Director  
Telephone: (202) 514-1323  
Fax: (202) 616-8429  
E-mail: [William.Lantz@usdoj.gov](mailto:William.Lantz@usdoj.gov)

**APPLICATION**

**DEADLINE:** Open until filled.

**WEB SITE:** <http://www.usdoj.gov/criminal/opdat.html>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
CRIMINAL DIVISION  
OFFICE OF SPECIAL INVESTIGATIONS  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

Since its creation in 1979, the Office of Special Investigations (OSI) has been responsible for detecting, investigating and taking legal action to denaturalize and/or deport persons who took part in Nazi-sponsored acts of persecution committed abroad during the period 1933-45 and, since December 2004, also for detecting, investigating and taking legal action to denaturalize persons who participated abroad in acts of genocide or in acts of torture or extrajudicial killings committed under color of foreign law.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students.  
Foreign language proficiency is helpful but not required.

**DATE POSITION(S)**

<b>AVAILABLE:</b>	Fall Semester	(September - December)	(1 position)
	Spring Semester	(January - May)	(1 position)
	Summer	(June - August)	(3-4 positions)

**ASSIGNMENTS:** Interns can expect substantial legal research and writing assignments. There are also opportunities to assist trial attorneys with litigation-related tasks.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit a resume, writing sample and transcript (official or unofficial), hours and days available to:

United States Department of Justice  
Criminal Division  
Office of Special Investigations  
10th and Constitution Ave., NW  
John C. Keeney Bldg., Ste. 200  
Washington, D.C. 20530  
Attn: Internship Coordinator

**APPLICATION**

**DEADLINE:** Applications are accepted on a continuing basis. Internships are filled as applications are received. Please indicate the semester for which you wish to be considered.

**WEB SITE:** <http://www.usdoj.gov/criminal/osi.html>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
ENVIRONMENT AND NATURAL RESOURCES DIVISION  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The Environment and Natural Resources Division litigates in five key areas: pollution, lands and natural resources, wildlife, Indian resources, and land acquisition. Attorneys represent many federal agencies by preparing and arguing civil and criminal enforcement cases, appeals, and by defending challenged federal agency actions arising from well over 100 federal environmental laws. Cases are at the cutting edge of environmental protection. The Division's work protects our environment for future generations.

**POSITION**

**LOCATION(S):** Washington, D.C.; Denver, CO; San Francisco, CA; Sacramento, CA;  
Anchorage, AK; Boston, MA; Seattle, WA (Openings vary at each site.)

**QUALIFICATIONS:** First-year (second semester), and second-year law students. Prefer students with a special interest in environmental issues who have taken environmental law courses (if available). Applicants must successfully complete a security clearance prior to appointment.

**DATE POSITION(S)**

<b>AVAILABLE:</b>	Fall Semester	(August - December)	approximately 25 positions
	Spring Semester	(January - May)	approximately 25 positions
	Summer Semester	(May - August)	approximately 75 positions

(Summer requires a minimum commitment of 8 weeks.)

**ASSIGNMENTS:** Assignments will vary. In general, interns assist the Division's trial lawyers in preparing cases for filing and supporting the litigation effort post-filing, and assist the Division's appellate lawyers in researching issues on appeal. Responsibilities typically include conducting legal research, drafting motions, discovery, and memoranda of law dealing with a variety of federal environmental and natural resource issues. The Division handles cases covering a broad spectrum of issues including the protection of endangered species and civil and criminal enforcement of federal pollution control laws. An internship provides an outstanding opportunity to work on cutting edge issues of environmental law.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Submit a resume (which includes your country of citizenship), a cover letter stating location preference(s) and hours/days available, a writing sample, a copy of your most recent transcript (official or unofficial), and three references with contact information (letters of recommendation not required) by one of the following means:  
E-mail (preferred method): [applyintern.enrd@usdoj.gov](mailto:applyintern.enrd@usdoj.gov)  
Fax: (202) 616-3362 Attention: BJ Parker  
Applications will be acknowledged by e-mail upon receipt.

**APPLICATION**

**DEADLINE:** Application decisions are made on a rolling basis.  
Fall applications must be received by May 1  
Spring applications must be received by November 1  
Summer applications must be received by March 1

**WEB SITE:** <http://www.usdoj.gov/enrd>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS  
COMPENSATED PART-TIME/WORK-STUDY/LEGAL INTERN POSITIONS

It is the mission of the Federal Bureau of Prisons to protect society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (September - December)  
Spring Semester (January - May)

**ASSIGNMENTS:** Interns will work in one or more of the legal branches in the Office of General Counsel: Labor Law, Commercial Law, Real Estate and Environmental Law, Litigation, Discrimination Complaints and Ethics, Legislative and Correctional Issues, and Legal Administration (FOIA). Interns will have opportunities to handle projects from branches outside of their own in order to broaden their legal experience and knowledge. Interns will conduct extensive legal research on novel issues surrounding the Bureau of Prisons at both the State and Federal levels and draft legal memoranda, opinions and correspondence.

**SALARY:** First-year (second semester) and second-year law students, GS-5 (\$28,620 per annum).\*  
Third-year law students, GS-7 (\$35,452 per annum).\*

\*Salaries are based on the January, 2005 General Schedule and are expected to increase in January, 2006.

**APPLICATION**

**PROCEDURES:** Please submit a resume together with a transcript (official or unofficial), three references, and hours and days available to:

U.S. Department of Justice, Federal Bureau of Prisons  
320 First Street, N.W. - Room 948  
Washington, D.C. 20534

Attn: Nancy Redding, Recruitment Coordinator or  
Mary McBride, Assistant Recruitment Coordinator

Telephone: (202) 514-6105 By E-mail: [MMcBride@BOP.GOV](mailto:MMcBride@BOP.GOV)

**APPLICATION**

**DEADLINE:** Open until filled.

**WEB SITE:** <http://www.bop.gov/>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the U.S. Department of Justice to achieve a drug-free work place and persons selected will, therefore, be required to pass a drug test to screen for illegal drug use prior to final appointment.

U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS  
PART-TIME/WORK-STUDY/VOLUNTEER LEGAL INTERN POSITIONS

It is the mission of the Federal Bureau of Prisons to protect society by confining offenders in the controlled environments of prisons and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: First-year (second semester), second- and third-year law students.

DATE POSITION(S)

AVAILABLE: Fall Semester (September - December)  
Spring Semester (January - May)

ASSIGNMENTS: Interns will work in one or more of the legal branches in the Office of General Counsel: Labor Law, Commercial Law, Real Estate and Environmental Law, Litigation, Discrimination Complaints and Ethics, Legislative and Correctional Issues, and Legal Administration (FOIA). Interns will have opportunities to handle projects from branches outside of their own in order to broaden their legal experience and knowledge. Interns will conduct extensive legal research on novel issues surrounding the Bureau of Prisons at both the State and Federal levels and draft legal memoranda, opinions and correspondence.

SALARY: Volunteer (without compensation).

APPLICATION

PROCEDURES: Please submit a resume together with a transcript (official or unofficial), three references, and hours and days available to:  
U.S. Department of Justice  
Federal Bureau of Prisons  
320 First Street, N.W. - Room 948  
Washington, D.C. 20534  
Attn: Nancy Redding, Recruitment Coordinator or  
Mary McBride, Assistant Recruitment Coordinator  
Telephone: (202) 514-6105  
By E-mail: [MMcBride@BOP.GOV](mailto:MMcBride@BOP.GOV)

APPLICATION

DEADLINE: Open until filled.

WEB SITE: <http://www.bop.gov>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS  
OFFICE FOR CIVIL RIGHTS  
VOLUNTEER LEGAL INTERN OPPORTUNITIES

The Office for Civil Rights (OCR) has the statutory responsibility to ensure that agencies receiving federal financial assistance from the U.S. Department of Justice are not engaged in prohibited discrimination. OCR ensures that no person, based on race, national origin, color, sex, religion, disability, or age is excluded from participation in, denied the benefits of, subjected to discrimination under, or denied employment in connection with any activity, program, or service receiving federal assistance. The primary objective in accomplishing this mission is to secure prompt and full compliance with all civil rights laws and regulations so that needed federal financial assistance may commence or continue.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester) and second- and third-year law students.

**DATE POSITION(S)**

<b>AVAILABLE:</b>	Fall Semester	(September - December)
	Spring Semester	(January - April)
	Summer	(May - August)

**ASSIGNMENTS:** Legal research and writing on issues of civil rights compliance in Federally funded programs (e.g., Title VI); legal research and writing on issues of Constitutional Law and jurisdiction affecting the rights of prison inmates; assist legal staff on civil rights case reviews, case management and investigations; and review Equal Employment Opportunity Plans submitted by law enforcement and other Federally assisted agencies.

**SALARY:** Volunteer (without compensation). May be able to arrange for academic credit with law school.

**APPLICATION**

**PROCEDURES:** Resume, transcript (official or unofficial), writing sample (no more than 5 pages), and a cover letter which indicates the time period you are available to work. Please submit all materials by one of the following means:

Fax: 202-616-9865  
Attn: Tamara L. Mabey, Esq., Suite 8120  
E-mail: Tamara.Mabey@usdoj.gov  
Subject Line: Volunteer Internship, OCR

**APPLICATION**

**DEADLINE:** Application decisions are made on a rolling basis.  
Fall applications must be received by July 1.  
Spring applications must be received by November 1.  
Summer applications must be received by March 1.

**WEB SITE:** <http://www.ojp.usdoj.gov>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF LEGAL POLICY  
TWO VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The mission of the Office of Legal Policy (OLP) is to plan, develop, and coordinate the implementation of major policy initiatives of high priority to the Department and to the Administration. OLP functions as a focal point for the development and coordination of Department policy.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: Second- and third-year law students. Excellent research and writing skills with a knowledge of Lexis/Nexis and Westlaw.

DATE POSITION(S)

AVAILABLE: Fall Semester (August - December)  
Spring Semester (January - May)

ASSIGNMENTS: The Office of Legal Policy seeks law students to assist the office in developing and implementing policy initiatives and to aid the office in its work related to judicial nominations. Interns should possess strong research and writing skills. Legal interns will be called upon to conduct legal and non-legal research and analysis, to prepare memoranda and talking points, and to participate in nearly all stages of policy development. In addition, interns will assist with the office's work on judicial nominations from nomination through the confirmation process.

SALARY: Volunteer (without compensation) or work-study credit only.

APPLICATION

PROCEDURES: Please submit a resume to:  
U.S. Department of Justice  
Office of Legal Policy - Room 4234  
950 Pennsylvania Avenue, N.W.  
Washington, D.C. 20530-0001  
Attn: Trina Boome  
E-mail: [Patrina.Boome@usdoj.gov](mailto:Patrina.Boome@usdoj.gov)  
Fax: (202) 616-4566

APPLICATION

DEADLINE: Open until filled.

WEB SITE: <http://www.usdoj.gov/olp>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF THE PARDON ATTORNEY  
ONE VOLUNTEER/WORK-STUDY LEGAL INTERN POSITION

The mission of the Office of the Pardon Attorney is to advise the President on the exercise of his power to grant clemency for offenses against the United States. The Office processes petitions for all forms of clemency, including pardon, commutation of sentence, and remission of fine, by conducting the necessary investigation on each petition and preparing a report and recommendation to the President for the signature of the Deputy Attorney General. The Office also prepares documents necessary to implement the President's decisions, such as clemency warrants and notices of denial.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (September - December)  
Spring Semester (January - May)

**ASSIGNMENTS:** The legal intern will prepare drafts of the Department's reports to the White House in pardon and commutation cases; prepare legal memoranda; conduct legal and historical research; and undertake special projects as assigned by Office attorneys. As needed, the legal intern will assist the Office's attorneys in other case-processing tasks and in responding to inquiries from Congress and members of the public. Given the high clemency case load, the Office expects interns to be able to quickly grasp issues and to understand complex fact situations, and to write clearly and concisely.

**SALARY:** Volunteer (without compensation).

**APPLICATION**

**PROCEDURES:** If you are interested in this position, have a solid academic record and excellent legal research and writing skills, please submit a resume, writing sample, and law school transcript (official or unofficial) to:

U.S. Department of Justice  
Office of the Pardon Attorney  
500 First Street, N.W., Suite 400  
Washington, D.C. 20530  
Attn: Bill Dziwura  
Telephone: (202) 616-6070  
Fax: (202) 616-6069  
E-mail: William.Dziwura@usdoj.gov

**APPLICATION**

**DEADLINE:** Open until filled. Position is generally filled by early September for Fall positions. Spring position typically filled by mid-January.

**WEB SITE:** <http://www.usdoj.gov/pardon/>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF PROFESSIONAL RESPONSIBILITY  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The Office of Professional Responsibility (OPR) is one of the Department's two internal investigative units. OPR's mission is to investigate allegations of misconduct against Department attorneys relating to the exercise of their authority to investigate, litigate or provide legal advice. OPR also investigates allegations of misconduct by law enforcement personnel when they are related to allegations of misconduct by Department attorneys, and provides legal support to the Offices of Professional Responsibility of the Federal Bureau of Investigation and Drug Enforcement Administration. Following its investigations, OPR reports its findings and conclusions to the appropriate Department official. OPR also recommends changes in policies and procedures to the Attorney General and the Deputy Attorney General when its investigations reveal the need for such changes.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester only), second- and third-year law students.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (September - December)  
Spring Semester (January - May)

**ASSIGNMENTS:** Legal interns work closely with assistant and associate counsel conducting investigations (including collecting and reviewing information and interviewing witnesses), analyzing applicable law and facts, and drafting reports. Investigations may involve all components of the Department, including the U.S. Attorneys' Offices. Interns research discrete legal issues, conduct factual analyses, review and organize documents, draft closing memoranda and reports, draft witness interview summaries, and perform other tasks as required.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit a resume, writing sample, and law school transcript (official or unofficial) to:

U.S. Department of Justice  
Office of Professional Responsibility  
950 Pennsylvania Avenue, NW, Room 3535  
Washington, D.C. 20530  
Attn: Lyn Hardy  
Assistant Counsel  
Fax: (202) 514-5050

**APPLICATION**

**DEADLINE:** Open until filled.

**WEB SITE:** <http://www.usdoj.gov/opr>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF THE SOLICITOR GENERAL  
SEVERAL VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The major function of the Solicitor General's Office is to supervise and conduct government litigation in the United States Supreme Court. Virtually all such litigation is channeled through the Office of the Solicitor General and is actively conducted by the Office. The United States is involved in about two-thirds of all the cases the U.S. Supreme Court decides on the merits each year. Another function of the Office is to review all cases decided adversely to the government in the lower courts to determine whether they should be appealed and, if so, what position should be taken. The Solicitor General also determines whether the government will participate as an amicus curiae, or intervene, in cases in any appellate court.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** Second- and third-year law students. Demonstrable skill in the use of rules of style contained in the Harvard Uniform System of Citation is helpful. The work requires students who are: self-reliant - ability to complete work assignments independently; flexible - ability to handle multiple tasks/work assignments without sacrificing accuracy; and detail-oriented, while working under strict time deadlines.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (September - December)  
Spring Semester (January - June)

**ASSIGNMENTS:** The position is located in the Office of the Solicitor General. Duties consist of: research, cite-checking for accuracy, correcting and paginating indices in briefs, West-check and shepardizing case citations, proofreading briefs and other documents, drafting correspondence, and working on special projects to assist the Solicitor General and other lawyers in the office in the preparation of oral arguments in the Supreme Court.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit your resume, transcript (unofficial), writing sample and references to:  
Office of the Solicitor General  
U.S. Department of Justice  
950 Pennsylvania Ave., N.W.  
Washington, D.C. 20530-0001  
Attn: Kaletus L. McCain, Personnel Liaison Specialist  
Kaletus.L.McCain@usdoj.gov (Submission via e-mail is highly preferred)

Applicants must be available to work 20 hours per week. Applications should state the hours and days of the week when the individual will be available for work.

**APPLICATION**

**DEADLINE:** Open until filled. Fall positions typically filled by mid-August.  
Spring positions typically filled by mid-December.

**WEB SITE:** <http://www.usdoj.gov/osg>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF TRIBAL JUSTICE  
VOLUNTEER LEGAL INTERN POSITIONS

The Office of Tribal Justice (OTJ) coordinates the Department's policies and positions on American Indian and Alaska Native issues, maintains liaison with the federally recognized Indian tribes, and works with appropriate federal, state, and local officials, professional associations, and public interest groups. The OTJ also coordinates the on-going work of Justice Divisions responsible for Indian issues and serves as the clearinghouse for all correspondence relating to Indian matters.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** All full-time second- or third-year law students. Students should have excellent academic credentials, good writing skills and basic knowledge of Federal Indian law.

**DATE POSITION(S)**

**AVAILABLE:**

Fall Semester	(August - December)
Spring Semester	(January - April)
Summer	(May - August)

**ASSIGNMENTS:** The internship is designed to give students the opportunity to gain first-hand experience in working on challenging projects and cases principally involving issues of Federal Indian law. Interns work closely with attorneys in the Office of Tribal Justice on a variety of diverse projects. Work may include legal research, drafting legal memoranda, public policy development, citizen correspondence and briefs, and written discovery on a wide range of Federal Indian law issues. Also, interns may have the opportunity to attend Senate committee hearings, oral arguments before the Supreme Court, and other high level meetings with OTJ attorneys.

**SALARY:** Volunteer (without compensation) or academic credit (to be decided by each school) only.

**APPLICATION**

**PROCEDURES:** Please submit a resume together with cover letter, an official transcript, three references, writing sample (optional) and dates available to:

U.S. Department of Justice  
Office of Tribal Justice  
950 Pennsylvania Ave., NW, Room 2200C  
Washington, D.C. 20530  
Attn: Trent Shores  
Telephone: (202) 514-8812  
Fax: (202) 514-9078

**APPLICATION**

**DEADLINE:** Open until filled. Fall positions typically filled by mid-August. Spring positions typically filled by mid-December. Summer positions typically filled by mid-April.

**WEB SITE:** <http://www.usdoj.gov/otj>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
PROFESSIONAL RESPONSIBILITY ADVISORY OFFICE  
TWO VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The Professional Responsibility Advisory Office (PRAO) provides advice and guidance to Department of Justice attorneys on questions involving professional responsibility and codes of professional conduct. PRAO also maintains a library of materials relevant to professional responsibility, assists in training on professional responsibility, and acts as a liaison with state and federal bar associations in matters relating to the implementation and interpretation of various state ethics codes and the ABA Model Rules.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: Second- and third-year law students. Prefer students with a special interest in professional responsibility issues who have taken ethics or professional responsibility law courses.

DATE POSITION(S)

AVAILABLE: Fall Semester (September - December)  
Spring Semester (January - May)

ASSIGNMENTS: Research, writing and developing drafts on issues related to professional responsibility. The office handles questions from Department attorneys all over the country. Internships provide unparalleled opportunities to work on novel ethical issues.

SALARY: Volunteer (without compensation) or work-study credit only.

APPLICATION

PROCEDURES: Please submit a resume together with a transcript (official or unofficial), a writing sample, three references, and hours and days available to:

U.S. Department of Justice  
Professional Responsibility Advisory Office  
1325 Pennsylvania Avenue, N.W., Suite 500  
Washington, D.C. 20530  
Attn: Jean F. Spells, Office Manager  
Telephone: (202) 514-0458  
Fax: (202) 353-7491

APPLICATION

DEADLINE: Open until filled.

WEB SITE: <http://www.usdoj.gov/prao>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.



U.S. DEPARTMENT OF JUSTICE  
TAX DIVISION  
CIVIL TRIAL SECTIONS/CIVIL APPELLATE SECTION  
LEGAL INTERN POSITIONS

The Tax Division handles virtually all civil litigation arising under the internal revenue laws, except for cases docketed in the U.S. Tax Court. The Civil Appellate Section handles appeals of civil tax cases in the U.S. Courts of Appeals and participates with the Office of the Solicitor General in proceedings before the Supreme Court. The cases handled by the Division's seven civil trial sections and the Appellate Section present a variety of legal issues involving federal tax law, bankruptcy law, constitutional law, and commercial law, as well as the panoply of evidentiary, procedural, and jurisdictional issues that are the staple of any litigation docket.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** Second- and third-year law students.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (September - December)

Spring Semester (January - May)

Positions are available for a single semester as well as for the whole academic year. No positions are available for the Appellate Section for the Fall Semester.

**ASSIGNMENTS:** Legal interns conduct legal research for pending trial and appellate tax cases; prepare legal memoranda, drafts of pleadings and briefs; and prepare exhibits and files. The Division attempts to ensure that the interns assist in as many aspects of the Division's work as possible and that interns are provided written or oral feedback. Given the nature of the work and the high quality of its staff, the Tax Division expects interns to be able to grasp issues quickly; research thoroughly and accurately; and, above all, write clearly and concisely.

**SALARY:** Available positions are primarily volunteer (without compensation) or work-study credit. There also are a limited number of compensated positions available. Second-year law students, GS-5 (\$28,620 per annum).\* Third-year law students, GS-7 (\$35,452 per annum).\*

\*Salaries are based on the January, 2005 General Schedule and are expected to increase in January, 2006.

**APPLICATION**

**PROCEDURES:** If you are interested in this position and have a solid academic record and excellent legal research and writing skills, please submit a resume, writing sample, and law school transcript (official or unofficial) to:

U.S. Department of Justice, Tax Division

P.O. Box 813, Ben Franklin Station

Washington, D.C. 20044

Attn: Intern Coordinator

Telephone: (202) 616-2774

**APPLICATION**

**DEADLINE:** Open until filled.

**WEB SITE:** <http://www.usdoj.gov/tax>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer. It is the policy of the U.S. Department of Justice to achieve a drug-free work place and persons selected will, therefore, be required to pass a drug test to screen for illegal drug use prior to final appointment.

U.S. DEPARTMENT OF JUSTICE  
TAX DIVISION  
CRIMINAL ENFORCEMENT SECTIONS  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The Tax Division's Criminal Enforcement Sections handle or supervise federal criminal tax prosecutions throughout the nation. Criminal tax cases generally involve such crimes as tax evasions, failure to file tax returns, and filing false tax returns, but also include cases involving financial institution fraud, health care fraud, organized crime activities, and narcotics trafficking.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester only), second- and third-year law students and LLM candidates.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (September - December)  
Spring Semester (January - May)  
Positions are available for a single semester as well as for the whole academic year.

**ASSIGNMENTS:** Legal interns work closely with federal prosecutors to research legal issues relevant to pending criminal investigations, prosecutions and appeals. Their work generally involves writing legal memoranda or briefs. Interns also help attorneys prepare for trials by arranging exhibits and organizing case files. Interns must be able to grasp issues quickly; conduct research thoroughly and accurately; and write clearly and concisely.

**SALARY:** Available positions are primarily volunteer (without compensation) or work-study credit. There also are a limited number of compensated positions available. First-year (second semester) and second-year law students, GS-5 (\$28,620 per annum).\* Third-year law students, GS-7 (\$35,452 per annum).\*

**APPLICATION**

**PROCEDURES:** If you are interested in this position and have a solid academic record and excellent legal research and writing skills, please submit a resume, writing sample, and law school transcript (official or unofficial) to:  
U.S. Department of Justice  
Tax Division  
P.O. Box 813  
Ben Franklin Station  
Washington, D.C. 20044  
Attn: Intern Coordinator  
Telephone: (202) 616-2774

**APPLICATION**

**DEADLINE:** Open until filled

**WEB SITE:** <http://www.usdoj.gov/tax>

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U.S. DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR UNITED STATES ATTORNEYS  
TEN VOLUNTEER LEGAL INTERN POSITIONS

The mission of the Executive Office for United States Attorneys (EOUSA) is to provide the 93 United States Attorneys (94 United States Attorneys' Offices) with general executive assistance and direction, policy development, administrative management direction and oversight, operational support, and coordination with other components of the Department and other federal agencies. These responsibilities include certain legal, budgetary, administrative, and personnel services, as well as legal education.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: First-year (second semester), second- and third-year law students. Students interested in administrative law, federal employment law, or litigation are encouraged to apply. Must be a U.S. citizen.

DATE POSITION(S)

AVAILABLE:      Fall Semester              (August - December)  
                         Spring Semester              (January - June)  
                         Summer                              (June - August)

ASSIGNMENTS: Projects will involve ethics, standards of conduct, employment law, FOIA/Privacy Act, Electronic Case Filing (ECF), and questions arising from the United States Attorneys' Offices and law research projects. Each legal intern will work with an attorney who will provide specific guidance and direction.

SALARY: Volunteer (without compensation).

APPLICATION

PROCEDURES: Please submit a resume, writing sample, and law school transcript (official or unofficial) to:

U.S. Department of Justice  
Executive Office for United States Attorneys  
600 E Street, Room 8200  
Washington, D.C. 20530-0001  
Attn: Romana Green  
Telephone: (202) 616-6900

APPLICATION

DEADLINE: Open until filled.

WEB SITE: <http://www.usdoj.gov/usao/eousa>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
UNITED STATES ATTORNEY'S OFFICE, DISTRICT OF COLUMBIA  
ONE HUNDRED VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The mission of the United States Attorney's Office for the District of Columbia is to enforce the criminal laws of the United States and the District of Columbia, represent the interests of the United States in civil litigation, and respond to the public safety needs of the community by leading an effective, well-coordinated law enforcement effort that contributes to the overall goal of improving the quality of life in the District of Columbia.

POSITION

LOCATION(S): Washington, D.C.

QUALIFICATIONS: First-year (second semester), second- and third-year law students. Must be a U.S. citizen and maintain a grade point average of 2.5 or higher. It is the policy of the U.S. Attorney's Office to require that a security clearance be conducted on all applicants who are hired. Therefore, it is imperative that all security forms be completed and returned in a timely fashion. No applications will be accepted before or after the time frames announced below.

DATE POSITION(S)

AVAILABLE: Spring Program (January - May)  
Summer Program (June - August)  
Fall Program (September - December)

ASSIGNMENTS: Responsible for assisting attorneys with all facets of case preparation including: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to attorneys, and interviewing witnesses.

SALARY: Volunteer (without compensation) or work-study credit.

APPLICATION

PROCEDURES: Please submit a cover letter, resume, and an official law school transcript to:  
U.S. Department of Justice  
United States Attorney's Office  
Room 5814 - Judiciary Center Bldg.  
555 4th Street, N.W.  
Washington, D.C. 20001  
ATTN: Selena Gray  
Telephone: (202) 616-0866

APPLICATION

DEADLINE: Spring Program: August 1st to September 1st  
Summer Program: January 1st to February 20th  
Fall Program: April 1st to May 1st

WEB SITE: <http://www.usdoj.gov/usao/dc/>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
UNITED STATES ATTORNEY'S OFFICE, DISTRICT OF MARYLAND  
VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The United States Attorney for the District of Maryland serves as the federal government's lawyer in Maryland. The Northern Division is located in Baltimore, Maryland, and the Southern Division is located in Greenbelt, Maryland. The missions of the U.S. Attorney's Offices are to: (a) prosecute those who violate our nation's criminal laws, including illegal drug distribution, public corruption, bank robberies, mail and wire fraud, firearms violations, environmental crimes and health care fraud, among others; and (b) defend the United States and its agencies in a full range of civil actions and to annually recover millions of dollars from persons who defraud the government, and from others against whom the government has claims.

**POSITION**

**LOCATION(S):** Greenbelt, Maryland (3-4 positions)  
Baltimore, Maryland (5-7 positions)

**QUALIFICATIONS:** Second- and third-year law students. Must be a U.S. citizen and maintain a grade point average of 3.0 or higher. It is the policy of the U.S. Attorney's Office to require that a security clearance be conducted on all applicants who are hired. Therefore, it is imperative that all security forms be completed and returned in a timely fashion. No applications will be accepted after the deadlines listed below.

**DATE POSITION(S)**

**AVAILABLE:** Spring Program (January - May)  
Summer Program (June – August)  
Fall Program (September – December)

**ASSIGNMENTS:** Law clerks are assigned to work with different attorneys on a variety of criminal or civil matters. The law clerks research legal issues, author motions and other responsive pleadings, provide trial support to attorneys, and attend different court proceedings.

**SALARY:** Volunteer (without compensation) or work-study credit.

**APPLICATION**

**PROCEDURES:** Please submit a cover letter, resume, writing sample and a law school transcript to:

Baltimore:	Greenbelt:
Charlie Peters, Esq.	Gina L. Simms, Esq.
Philip Jackson, Esq.	Assistant U.S. Attorney
Assistant U.S. Attorneys	U.S. Attorney's Office-Maryland
U. S. Attorney's Office-Maryland	6500 Cherrywood Lane, 4th Floor
101 W. Lombard Street	Greenbelt, MD 20770
Baltimore, Maryland 21201	(301) 344-4433
(410) 209-4800	

**APPLICATION**

**DEADLINE:** Spring Program: October  
Summer Program: February  
Fall Program: May

**WEB SITE:** <http://www.usdoj.gov/usao/md/index.htm>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
UNITED STATES ATTORNEY'S OFFICE, EASTERN DISTRICT OF VIRGINIA  
THREE VOLUNTEER/WORK-STUDY LEGAL INTERN POSITIONS

The mission of the United States Attorney's Office for the Eastern District of Virginia is to enforce federal law and defend the United States, consistent with the priorities of the Attorney General and the United States Attorney, recognizing the value and dignity of all people and the importance of strong relationships with the members of the judicial and law enforcement communities.

POSITION

LOCATION(S): Alexandria, VA

QUALIFICATIONS: First-year (second semester), second- and third-year law students. Must be a U.S. citizen and maintain a grade point average of 2.5 or higher. It is the policy of the U.S. Attorney's Office to require that a background review be conducted on all applicants who are hired. Therefore, it is imperative that all security forms be completed and returned in a timely fashion. No applications will be accepted before or after the time frames announced below. Students should contact their law school for specific intern or work-study requirements prior to applying for such a position.

DATE POSITION(S)

AVAILABLE: Spring Program (January - May)  
Summer Program (June - August)  
Fall Program (September - December)

ASSIGNMENTS: Responsible for assisting attorneys with all facets of case preparation including: researching legal issues, drafting/writing motions and responses and various pleadings, providing trial support to attorneys, and interviewing witnesses.

SALARY: Volunteer (without compensation) or work-study credit.

APPLICATION

PROCEDURES: Please submit a cover letter, resume, and an official law school transcript to:  
U.S. Department of Justice  
United States Attorney's Office  
2100 Jamieson Avenue  
Alexandria, VA 22314  
ATTN: Michael Elston

APPLICATION

DEADLINE: Spring Program: August 1st to September 1st  
Summer Program: December 1st to February 1st  
Fall Program: April 1st to May 1st

WEB SITE: <http://www.usdoj.gov/usao/vae>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.

U.S. DEPARTMENT OF JUSTICE  
EXECUTIVE OFFICE FOR UNITED STATES TRUSTEES  
OFFICE OF THE GENERAL COUNSEL  
VOLUNTEER LEGAL INTERN POSITIONS AVAILABLE

The United States Trustee Program works to ensure the integrity of the bankruptcy system by supervising the administration of bankruptcy cases. The Executive Office for U.S. Trustees (EOUST) in Washington, D.C. provides general policy and legal guidance, oversees the Program's substantive operations, and handles administrative functions. The Director of the Executive Office, whose authority derives from the Attorney General, oversees a staff comprised of the Offices of the Director, General Counsel, Administration, Review and Oversight, and Research and Planning. The Executive Office also provides administrative and management support to individual U.S. Trustee Offices in their implementation of Federal bankruptcy laws as well as coordinate all appeals.

**POSITION**

**LOCATION(S):** Washington, D.C.

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students. Excellent opportunity for students with a background and interest in policy making, bankruptcy, administrative law, legislative issues or appellate work.

**DATE POSITION(S)**

**AVAILABLE:** Fall Semester (September - December)  
Spring Semester (January - May)  
Summer (June - August)  
We have on-going needs and accept applications year round.

**ASSIGNMENTS:** Assist attorneys in the preparation of congressional responses, draft legal memoranda and briefs, review legislative and policy issues, and other duties related to the mission of the office. The OGC oversees the U.S. Trustee Program's litigation activities, provides legal counsel on internal agency matters, and directs all appeals from lower court decisions in coordination with the Department of Justice's Civil Division and Solicitor General. The Office provides house counsel services, reviews program policies, and reviews legislation.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit a resume together with a writing sample and transcript (official or unofficial) to:  
U.S. Department of Justice, Executive Office for U.S. Trustees  
20 Massachusetts Ave., N.W. (Suite 8100)  
Washington, D.C. 20530  
Attn: Michele Mansfield (OGC) (In lieu of mail, candidates may e-mail their application materials to [Michele.Mansfield@usdoj.gov](mailto:Michele.Mansfield@usdoj.gov).)

**APPLICATION**

**DEADLINE:** Open until filled.

**WEB SITE:** <http://www.usdoj.gov/ust>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.



U.S. DEPARTMENT OF JUSTICE  
UNITED STATES TRUSTEE PROGRAM  
U.S. TRUSTEE FIELD OFFICES IN MARYLAND AND VIRGINIA  
SIX VOLUNTEER LEGAL INTERN POSITIONS AVAILABLE

The United States Trustee Program works to ensure the integrity of the bankruptcy system by supervising the administration of bankruptcy cases. The Program includes 21 regional U.S. Trustee Offices nationwide and an Executive Office for U.S. Trustees (EOUST) in Washington, D.C. The Program litigates issues involving the integrity of the system such as fraud or abuse by debtors, creditors' abusive debt-collection practices, and violations of the law by petition preparers. The Program also monitors bankruptcy cases for criminal activity. It also identifies and helps investigate bankruptcy fraud and abuse in coordination with United States Attorneys, the Federal Bureau of Investigation, and other law enforcement agencies. Among the Program's other responsibilities are reviewing fee requests from professionals who serve in Chapter 11 business reorganization cases and ensuring that Chapter 11 debtors comply with the Bankruptcy Code's reporting requirements, and regulating the private trustees who administer Chapter 7, 12, and 13 cases.

**POSITION**

**LOCATION(S):** Alexandria, VA; Greenbelt, MD; Baltimore, MD

**QUALIFICATIONS:** First-year (second semester), second- and third-year law students. A background in business, political science, economics, or accounting is helpful but not required. Good match for students who want exposure to litigation and business issues and who like to see results (bankruptcy cases move rapidly).

**DATE POSITION(S)**

**AVAILABLE:** Spring Semester (Jan. - May)      Fall Semester (September - December)  
Summer (June - August)      We have on-going needs and accept applications at any time.

**ASSIGNMENTS:** Students interested in bankruptcy who want an opportunity to learn about the roles of all parties in the bankruptcy system while juggling a varied caseload with frequent court appearances will find these internships challenging and fulfilling. Interns will work with attorneys who appear in court, almost daily, to litigate a broad array of bankruptcy-related issues. Interns will help develop bankruptcy fraud referrals and work with the FBI and the local U.S. Attorney's office on fraud investigations; screen cases for debtor abuse of the Bankruptcy Code and draft motions to dismiss; review documents in complex business Chapter 11 cases and draft motions and objections; monitor "Section 341" meetings between debtors and creditors; and perform other duties as needed.

**SALARY:** Volunteer (without compensation) or work-study credit only.

**APPLICATION**

**PROCEDURES:** Please submit a resume together with a transcript (official or unofficial), three references, preferred location, and hours and days available to:  
U.S. Department of Justice  
Office of the U.S. Trustee  
1835 Assembly Street, Suite 953  
Columbia, SC 29201  
Attn: Administrative Officer

**APPLICATION**

**DEADLINE:** Open until filled but no later than September 13, 2005 for placement in the Fall or January 14, 2006 for placement in the Spring.

**WEB SITE:** <http://www.usdoj.gov/ust>

The U.S. Department of Justice is an Equal Opportunity/Reasonable Accommodation Employer.